

Chapter 2

Entering Information On People Not In Your Database

Chapter Overview

Introduction

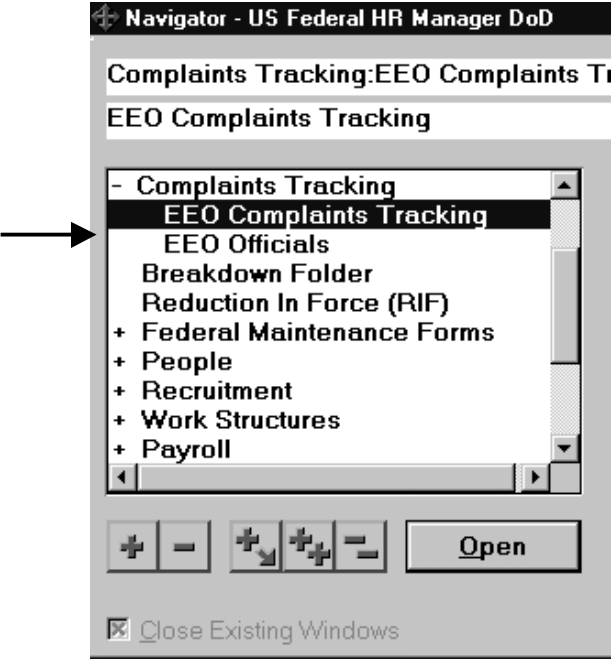
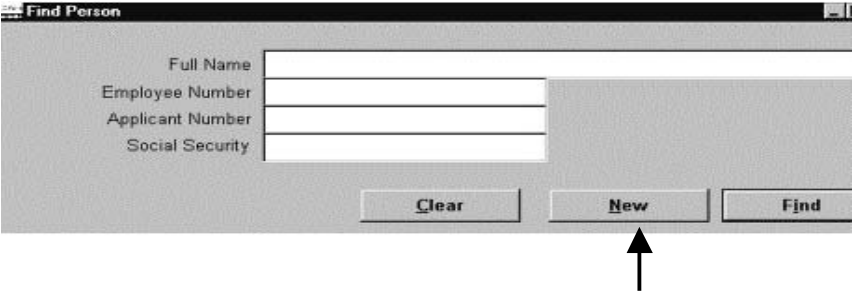
This chapter explains the process of entering information on people not in your database. It may be used to capture information on any person associated with a complaint, e.g., a potential complainant, facilitator, administrative judge, attorney, witness, management official, etc. This record is used to retrieve the name from the List of Values (LOV) in the database.

Chapter Contents

Topic	Page
Overview	1
<u>Entering Information on People Not In Your Database</u>	2
Accessing the Find Person Window	2
Completing the People Window	3

Entering Information On People Not In Your Database

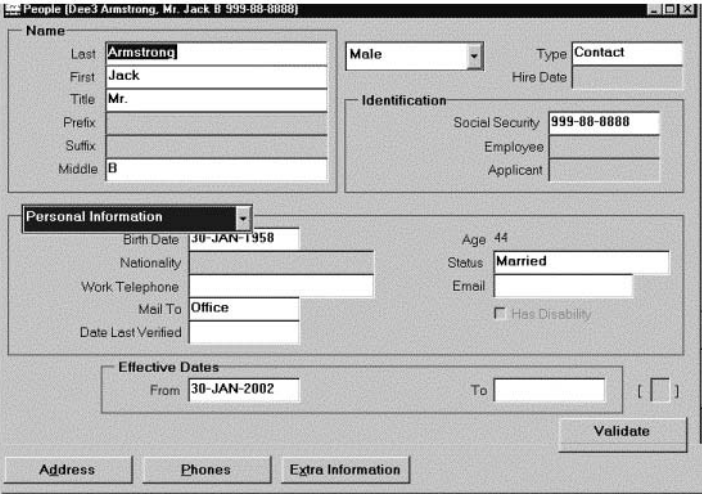
Accessing the Find Person Window

Step	Action
1	<p>On the Navigation List, click <i>Complaints Tracking</i> → <i>EEO Officials</i> <Open>.</p> 
2	<p>The Find Person Window displays.</p>  <p>Click <New>. The People Window displays.</p>

Continued on next page

Entering Information On People Not In Your Database, Continued



Completing the People Window

Step	Action
1	<p>On the People Window, enter the last and first names of the person outside your database.</p> 
2	Tab to the Middle (Middle Initial) data field and enter information, as needed.
3	In the Gender data field, use the LOV to select the person's gender.
4	Tab to the Type data field. Use the LOV to select the type, e.g., Contact for potential complainants; External for associated complaint people, such as witnesses and attorneys.
5	In the Social Security data field, enter the person's Social Security Number or a Pseudo Social Security Number based on Component business rules.
6	In the Personal Information Region, enter the Date of Birth . Age automatically populates.
7	In the Status data field, use the LOV to select Married or Single. (Optional)
8	Type in the Work Telephone number, and Email Address . (Optional)

Continued on next page

Entering Information On People Not In Your Database, Continued

Completing the People Window (continued)

Step	Action
9	In the Mail To data field, use the LOV to select Home or Office. (Optional)
10	Enter current date in Date Last Verified . (Optional.)
11	Click SAVE  on the Toolbar.
12	<p>Click the Taskflow Buttons and complete the data fields, if needed. For Example:</p> <ul style="list-style-type: none"> • <Address> displays the Address Window for entering address information. • <Phones> displays areas for entering various communication numbers, e.g., mobile, fax, etc. <p> Note: Do not use</p> <ul style="list-style-type: none"> • <Extra Information> <p>Or</p> <ul style="list-style-type: none"> • <Validate>
13	Save and Exit . The person is now entered in the database and you can now select the person from the LOV when entering complaint information.